

How to Complete a Fiscal Report in Egrants

This document will walk you through how to complete a Fiscal Report (formerly Financial Report) within the Egrant System.

- Log into Egrants and you will come to the screen below:

Logoff

Main Menu | User Management | Funding Announcement | Project Management | Work Manager | Internal Menu

Welcome to ICJI Egrants!
Please select a menu tab or prompt link to continue.

[CLICK HERE](#) To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report ([Project Management](#) tab).

[CLICK HERE](#) To create a new Application (or Concept Paper) in response to a Funding Announcement ([Funding Announcement](#) tab).

[CLICK HERE](#) To view any Alerts and/or Tasks assigned to you ([Work Manager](#) tab).

[CLICK HERE](#) To update your profile information (Name, Address, Phone Number...) or to request security in order to maintain or view grants for your organization/county ([User Management](#) tab).

[CLICK HERE](#) To Subscribe to receive an email when new granting opportunities become available.

[CLICK HERE](#) To Unsubscribe from Email notifications when granting opportunities become available.

ICJI Egrants

- To find your application click on the top “Click Here” link and enter your grant ID number then hit search button. If you do not know your Grant ID, you can type in a “%” to generate a generic search.

PROJECT MANAGEMENT SEARCH

Search Criteria:

Grant ID:

Applicant Agency:

Recipient / Allocation Agency:

Funding Announcement:

Keywords:

Quick Searches

[Applications In Process \(4\)](#)

[Awarded Projects - Active \(12\)](#)

Awarded Projects - Active Quick Search results displayed

Grant ID	Applicant Agency	Title	Receipt Date
1871	Floyd County Youth Services Bureau	Positive Action	01/25/2013
1868	Vigo County Juvenile Probation Department	Vigo County Truancy Program	01/24/2013
1866	Allen Superior Court, Family Relations Division	EACS Restorative Justice Programming	01/25/2013
1858	LaPorte Circuit Court	LaPorte County Neighborhood Accountability Board	01/22/2013
1843	Marion Superior Court, Juvenile Division	2013 JABG - Sustaining System Improvements	01/24/2013
1841	Steuben County Community Corrections	SCCC Youth Improvement Program Funding	01/17/2013
1838	Vanderburgh County Superior Court	Vanderburgh County Teen Court	01/23/2013
1482	Indiana University	Automotive Safety Program	07/31/2012
1465	Warrick County Sheriffs Office	OPO	07/25/2012
1361	Indiana University	Pediatric Center of Hope	08/15/2012
1302	Indiana University	Indiana 2012 Traffic Safety Analysis and Reporting	08/03/2012
1069	Indiana University	Child Restraint Distribution Fund	05/03/2012

- Once you have found your grant ID (on the left hand side in the table as a **blue** link), select the grant ID number. You will then be taken to following screen of the Project Summary page. Once you are on the Project Summary, select the monitoring link at the top of the page.

[Main Menu](#) |
 [User Management](#) |
 [Funding Announcement](#) |
 [Project Management](#) |
 [Work Manager](#) |
 [Internal Menu](#)

[Project](#)
[Monitoring](#)
[Audit](#)
[Fiscal Details](#)
[Reporting Requirements](#)



Grant ID:
Status: Open - Awarded

Project Title:
Fund Announcement:

PROJECT SUMMARY

- [CLICK HERE](#) To enter/update/view a Program, Fiscal, or Inventory Report for this grant ([Monitoring](#) menu item).
[CLICK HERE](#) To view any Audit Information for this grant ([Audit](#) menu item).
[CLICK HERE](#) To view the current financial information for this grant such as payments and funding sources ([Fiscal Details](#) menu item).
[CLICK HERE](#) To view the reporting requirements for this grant such as when fiscal reports are due ([Reporting Requirements](#) menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

Phase	Documents	Start - End Dates	Status
1838 :	Create Project Modification Request (PMR)		
Modifications 1	4/1/2013 - 3/31/2014	Open - Awarded	 
Application	4/1/2013 - 3/31/2014	Open - Awarded	

[View Issues/Comments](#)

- Clicking on the monitoring link will take you to the Monitoring Main Summary Page. Select the “Create Fiscal Report” button.

[Create Program Report](#)
[Create Fiscal Report](#)
[Create Inventory Report](#)

MAIN SUMMARY

Filter Criteria

Phase:

Approval Status:

To access a fiscal or program report, click on the period ending date to open the report.

Cumulative Fiscal Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
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Program Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
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Inventory Reports

Phase	Status	Last Update Date	Approval Status	Entered By
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Program Monitoring Reports

Report ID	Date of Last Visit	Programs	Additional Grants	Issues/Comments	Letter of Compliance
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[Create Program Report](#)
[Create Fiscal Report](#)
[Create Inventory Report](#)

When filling out a fiscal report, pay close attention to the items that are in the red box below.

- Fiscal Reports will need to be submitted on a quarterly basis (June, September, December and March).
- If Fiscal Reports are going to be submitted monthly for reimbursement, you will need to select the interim report button AND change the calendar date to the end of the month you are requesting. If you submit a Fiscal Report at the end of each month, you will still be required to submit a quarterly report at the end of the each quarter.
- DO NOT MARK THE REPORT TYPE AS FINAL UNLESS YOU HAVE REPORTED ALL EXPENDITURES FOR THE GRANT PERIOD.

SUBGRANTEE CUMULATIVE FISCAL REPORT

This report submitted for the calendar quarter ending: 6/30/2013

Report Period Ending Date: * 6/30/2013

Report Type: * ☒ Quarterly ☐ Interim ☐ Final

Does this program collect Program Income? * ☐ Yes ☒ No

Report Status: Draft
Approval Status: Pending
Status Updated By:

Submitted Date:
Return Date:
Resubmitted Date:

How to Complete the **Financial Information** Section at the Top:

Financial Information	Budget	Grant Funds Paid This Period 4/1/2013-6/30/2013	Total Cumulative Expenses	Total Funds Received To Date	Claim This Period Σ
Federal	20,348.00	0.00	0.00	0.00	0.00
State	0.00	0.00	0.00	0.00	0.00
Project Income	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	2,261.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00
Total Σ	22,609.00	0.00	0.00	0.00	0.00

Click the Budget Category link to enter "Grant Funds Paid This Period" and "Match Funds This Period" detail information.

- Enter the amount of JABG funds you are requesting on the Federal line under the "Grant Funds Paid This Period" column at the top of the table.
- If you are reporting match, you will report the amount in the Cash Match (New Approp) line.

For the quarterly reports required by the Egrants system, it is fine to just hit the submit button with all zeroes in the columns.

****Note**** The fiscal report should be reflective of the budget in the Project Modification Request (PMR) showing the Federal Funds and Match Funds in separate columns.

How to Complete the **Financial Information** Section at the Bottom:

Click the Budget Category link to enter "Grant Funds Paid This Period" and "Match Funds This Period" detail information.

Budget Categories	Budget	Match	Grant Funds Paid This Period 4/1/2013-6/30/2013	Match Funds Paid this Period 4/1/2013-6/30/2013	Total Cumulative Expenses	% Over Budget
Personnel	20,348.00	2,261.00	0.00	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Consultants	0.00	0.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	20,348.00	2,261.00	0.00	0.00	0.00	0.00

Select a Program Income category then click the plus link to start entering Program Income details.

Program Income Add: Earned No Records for Program Income...

- The Approved Budget Categories you are able to report on will be a blue link (i.e. Personnel, Travel, Consultants, etc...). To report expenses in a particular category, click on the Budget Category. Below is an example of what a Budget Category will look like.

PERSONNEL EXPENDITURE DETAILS

Total Grant Funds Paid This Period: \$0.00

Position	Name	Fund Type	Budget	Grant Funds Paid This Period	Total Cumulative Expenses	Match This Period
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
Admin		Grant Fund	1,925.00	0.00	0.00	0.00
ED		Grant Fund	3,172.00	0.00	0.00	0.00
Match		Cash Match (New Approp.)	2,261.00	0.00	0.00	0.00
Program Manager		Grant Fund	15,251.00	0.00	0.00	0.00
			22,609.00	0.00	0.00	0.00

- Depending on the Fund Type (Grant Fund or Cash Match) the system will let you know what available columns you are able to enter in expenses.

Position	Name	Fund Type	Budget	Grant Funds Paid This Period	Total Cumulative Expenses	Match This Period
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
Admin		Grant Fund	1,925.00	100.00	0.00	0.00
ED		Grant Fund	3,172.00	100.00	0.00	0.00
Match		Cash Match (New Approp.)	2,261.00	0.00	0.00	200.00
Program Manager		Grant Fund	15,251.00	200.00	0.00	0.00
			22,609.00	0.00	0.00	0.00

By clicking on the “Save and Continue Editing” button, the expenses in each column will total at the bottom of the table. When you are done with entering your expenses click on the “Save” button and the system will take you to the Main Summary of the Cumulative Fiscal Report.

****Note**** You will repeat this for each Budget Category you are reporting expended Federal and Match funds.

- Once you have entered all of your information into the Financial Information (top section) and Budget Categories (bottom section), you will want to make sure that the Total lines for both sections match. The numbers should match because you are reporting the same information in each section.

Financial Information	Budget	Grant Funds Paid This Period 4/1/2013-6/30/2013	Total Cumulative Expenses	Total Funds Received To Date	Claim This Period Σ
Federal	20,348.00	400.00	400.00	0.00	(400.00)
State	0.00	0.00	0.00	0.00	0.00
Project Income	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	2,261.00	200.00	200.00	0.00	(200.00)
In-Kind Match	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00
Total Σ	22,609.00	600.00	0.00	0.00	(600.00)

Click the Budget Category link to enter "Grant Funds Paid This Period" and "Match Funds This Period" detail information.

Budget Categories	Budget	Match	Grant Funds Paid This Period 4/1/2013-6/30/2013	Match Funds Paid this Period 4/1/2013-6/30/2013	Total Cumulative Expenses	% Over Budget
Personnel	20,348.00	2,261.00	400.00	200.00	600.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Consultants	0.00	0.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	20,348.00	2,261.00	400.00	200.00	600.00	0.00

- After you have verified the Total lines match, click the Add Attachment button to upload your back-up/supporting documentation. Once the documentation is added, click the Submit button.

Remarks:

Add Attachment

Actions	Attachment Name	Description	Budget Category(s)	Date
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View Report
View Program Income Report
Save as Draft
Save and Continue Editing
Submit
Delete
Back

*****If the Fiscal Report is submitted without the back-up/supporting documentation, it will be returned back to you so you can attach the appropriate documentation.**

After you click Submit, this screen will appear:

Fiscal Report Submission Confirmation

I certify that, to the best of my knowledge and belief, this report is accurate and complete and that all expenditures and outstanding subgrantee obligations are for the purposes set forth in the application as approved by ICJI; and I further certify that I am aware of the requirements set forth in the OJP Financial Guide (for federal funds) and ICJI's Applicant's Manual and that all expenditures were made in compliance with these guidelines.

Agree

Back

This serves as your signature as you are agreeing the information you have entered is complete and in compliance with the guidelines.

- ✓ Clicking Agree will take you back to the Main Summary page of reporting and you will be able to see the approval status. Once the approval status is approved, an invoice is submitted to our fiscal department for reimbursement.